

WESTERN CONNECTICUT STATE UNIVERSITY
JOB OPPORTUNITY
ADMINISTRATIVE ASSISTANT

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: State Employees/Exam List *
*See below eligibility requirements.

Location: Ancell School of Business, Dean's Office
Danbury, CT - Westside Campus

Salary: \$49,357 – \$63,871

Hours: Monday – Friday, 8:30 a.m. – 5:00 p.m.

Job Posting No: 055863

Closing Date: Wednesday, December 5, 2012

Responsible for the full range of administrative support duties and serve as the first point of contact for students, faculty, and staff for the Office of the Dean. Duties will include: processing incoming/outgoing mail, answering/screening calls, word processing, filing, correspondence, report writing, troubleshooting, arranging and coordinating meetings, and screening letters and memos. Order/maintain office supplies. Assist in maintaining logs of incoming/outgoing forms; personnel paperwork, provide assistance with outreach activities and special projects. Expertise with Microsoft Office is preferred.

ELIGIBILITY REQUIREMENTS: Candidates must have applied for and passed the Administrative Assistant exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

MINIMUM QUALIFICATIONS REQUIRED: Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; knowledge of department's/unit's policies and procedures; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which may include personal computers and other electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor). Knowledge of office administration, such as budgeting, personnel administration, purchasing, etc. is critical to the Administrative Assistant.

GENERAL EXPERIENCE: Four (4) years' experience above the routine clerk level in office support or secretarial work.

SPECIAL EXPERIENCE: One (1) year of the General Experience must have been as a Secretary 2 or its equivalent.

SUBSTITUTION ALLOWED: College training in the secretarial sciences may be substituted for the General Experience on the basis of 15 semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

APPLICATION INSTRUCTIONS: Prospective candidates must electronically apply by sending a cover letter, resume, and contact information of three (3) current professional references to Ms. Peggy Boyle, Associate in Human Resources. Materials must be submitted via email to: hrpositions@wcsu.edu as one (1) complete file (PDF or Word format only) and not via multiple attachments. In subject line of email reference the following: Your Last Name - #055863 Administrative Assistant. Do not submit the state application. Application materials must be received in the above format no later than Wednesday, December 5, 2012.

In accordance with CSU System policy, all candidates for employment at Western Connecticut State University are subject to a pre-employment background investigation, including criminal background check, federal sanctions, and reference checks.

Selection for employment is contingent upon satisfactory completion of the background investigation.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.